

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2418

Page 1 of 1

Agency Maryland Department of the Environment

Division/Unit

Water Management Administration / Project Management Services- Region I

Item No.	Description	Retention
	This schedule supersedes schedule #2277	
1.	<p>Flood GPS Data Records</p> <p>The Flood GPS (Global Positioning System) Data Records are collected electronically for all repetitive flood loss properties located in Maryland counties. GPS data (latitude and longitude pairs and elevations) are collected for these properties following the NAD 83 (North American Datum of 1983) and NAVD 88 (North American Vertical Datum of 1988) standards using a Corvallis Microtechnology dual-frequency, survey-grade GPS unit. Some miscellaneous stream and river data may also be collected.</p>	Retain for 10 years, then destroy.
2.	<p>Flood Insurance Policy Records</p> <p>The Flood Insurance Policy Records are collected electronically for all repetitive flood loss properties located in Maryland counties. This is a MicroSoft Access database file containing a main database of Maryland Flood Insurance properties. Along with the main database, "W2RCRL24", there are sub-databases for each Maryland County. There are sub-databases for each County, one for each year collected. The 1999 databases are used primarily to add GPS data. GPS data (latitude and longitude pairs and elevations) collected for these flood-prone properties is compiled into the county repetitive loss property database. Some miscellaneous stream and river data may also be included.</p>	Retain for 10 years after flood grant or flood insurance policy is closed out, then destroy.

Scheduled Approved by Department, Agency, or Division Representative.

Date 10/13/06

Signature Deanna Miles-Brown

Typed Name Deanna Miles-Brown

Title Coordinator

Schedule Authorized by State Archivist

Date 10 Apr 07

Signature Shawn C. Papenfuss

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

**DEPARTMENT OF GENERAL
SERVICES**
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of 2

1. DEPARTMENT/AGENCY
Environment

2. DIVISION
Water Management Administration.

3. UNIT
Project Management Services- Region I

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE
Flood GPS Data Records

5. EARLIEST YEAR / LATEST YEAR
2000 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series).

The Flood GPS (Global Positioning System) Data Records are collected electronically for all repetitive flood loss properties located in Maryland counties. GPS data (latitude and longitude pairs and elevations) are collected for these properties following the NAD 83 (North American Datum of 1983) and NAVD 88 (North American Vertical Datum of 1988) standards using a Corvallis Microtechnology dual-frequency, survey-grade GPS unit. Some miscellaneous stream and river data may also be collected.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size X Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
X Geographical
Other (Specify)

9. VOLUME

File Drawer(s)
Microfilm Reel(s)
X Computer Tape(s)
2 Other (Specify)
Number

10. ANNUAL ACCUMULATION

File Drawer(s)
Microfilm Reel(s)
X Computer Tape(s)
2 Other (Specify)
Number

11. FILE IS USED

X Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

10 Month(s) X Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
1800 Washington Blvd, 4th Floor.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
Yes X No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs
Yes X No

16. AUDIT REQUIREMENTS
X None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

X Yes -Information is filed by County No

RECOMMENDED RETENTION

Retain for 10 years, then destroy.

19. NAME AND TITLE OF PREPARER
Mehdi Majedi, Division Chief

20. TELEPHONE NUMBER
410 .537.3724

21. DATE
10/13/2006

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 2 Of 2

1. DEPARTMENT/AGENCY
Environment

2. DIVISION
Water Management Administration.

3. UNIT
Project Management Services- Region I

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE
Flood Insurance Policy Records

5. EARLIEST YEAR / LATEST YEAR
1998 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series).

The Flood Insurance Policy Records are collected electronically for all repetitive flood loss properties located in Maryland counties. This is a MicroSoft Access database file containing a main database of Maryland Flood Insurance properties. Along with the main database, "W2RCRL24", there are sub-databases for each Maryland County. There are sub-databases for each County, one for each year collected. The 1999 databases are used primarily to add GPS data. GPS data (latitude and longitude pairs and elevations) collected for these flood-prone properties is compiled into the county repetitive loss property database. Some miscellaneous stream and river data may also be included.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size X Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
X Geographical
Other (Specify)

9. VOLUME

File Drawer(s)
Microfilm Reel(s)
X Computer Tape(s)
2 Other (Specify)
Number

10. ANNUAL ACCUMULATION

File Drawer(s)
Microfilm Reel(s)
X Computer Tape(s)
2 Other (Specify)
Number

11. FILE IS USED

X Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

10 Month(s) X Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
1800 Washington Blvd, 4th Floor.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

X Yes -at FEMA, although they do not include elevation data. No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs

Yes X No

16. AUDIT REQUIREMENTS

X None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)

X Yes No

RECOMMENDED RETENTION

Retain for 10 years after flood grant or flood insurance policy is closed out, then destroy.

19. NAME AND TITLE OF PREPARER
Mehdi Majedi, Division Chief

20. TELEPHONE NUMBER
410 .537 3724

21. DATE
10/13/2006

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2277

Page 1 of 1

Agency Maryland Department of the Environment Division/Unit
Technical and Regulatory Services Administration / Flood Mitigation Division

Item No.	Description	Retention
1.	<p>Flood GPS Data Records</p> <p>The Flood GPS (Global Positioning System) Data Records are collected electronically for all repetitive flood loss properties located in Maryland counties. GPS data (latitude and longitude pairs and elevations) are collected for these properties following the NAD 83 (North American Datum of 1983) and NAVD 88 (North American Vertical Datum of 1988) standards using a Corvallis Microtechnology dual-frequency, survey-grade GPS unit. Some miscellaneous stream and river data may also be collected.</p>	Retain for 10 years, then destroy.
2.	<p>Flood Insurance Policy Records</p> <p>The Flood Insurance Policy Records are collected electronically for all repetitive flood loss properties located in Maryland counties. This is a MicroSoft Access database file containing a main database of Maryland Flood Insurance properties. Along with the main database, "W2RCRL24", there are sub-databases for each Maryland County. There are sub-databases for each County, one for each year collected. The 1999 databases are used primarily to add GPS data. GPS data (latitude and longitude pairs and elevations) collected for these flood-prone properties is compiled into the county repetitive loss property database. Some miscellaneous stream and river data may also be included.</p>	Retain for 10 years, then destroy.

Scheduled Approved by Department, Agency,
or Division Representative.

Date 3/12/2003
Signature M. Griffen
Typed Name Michael Griffen
Title Administrator

Schedule Authorized by State Archivist

Date APR 15 2003
Signature Edward C. Papenfuss